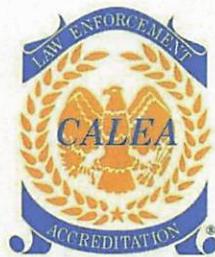




Charles Town Police Department

661 South George Street, Suite 100, Charles Town, WV 25414
Phone: (304) 725-2714 • Fax: (304) 725-6753 • Email: ckutcher@charlestownwv.us
Christopher A. Kutcher, Chief of Police



April 18, 2025

Levi Trumbull
Via email: levitrumbull@yahoo.com

Re: Freedom of Information Act Request for Records

Dear Mr. Trumbull:

The Charles Town Police Department is in receipt of your April 13, 2025, email requesting public records pursuant to the West Virginia Freedom of Information Act WV Code §29B-1-1 for records pertaining to Raymond Staubs from June 2023 to present (see full request for all details).

Due to the size and scope of the request, and due to workload considerations, the Charles Town Police Department requires additional time to process your request. You can anticipate a response from us on or before 10 additional business days (May 2, 2025).

If we can be of any other assistance to you in the meantime, please feel free to contact me.

Sincerely,

A handwritten signature in black ink.

Christopher A. Kutcher
Chief of Police